

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M263

Page 1 of 5

Agency

Town of Chesapeake Beach

Division/Unit

Administration

Item
No.

Description

Retention

1.

General Correspondence

Screen annually and retain permanently all material that serves to document the origin, development, functions and accomplishments of the Town. Transfer periodically to the Maryland State Archives. Destroy all other material no longer needed for current business.

2.

Personnel Files

Retain for three (3) years after termination date, then destroy

3.

Minutes of Town Council Meetings, Planning & Zoning Meetings, Board of Appeals Hearings, Special Town Council Meetings, Town Council Work Sessions, Executive Sessions.

Permanent. Transfer periodically to the Maryland State Archives.

4.

Minutes of Appointed Committees

Retain permanently all material of historical value and transfer periodically to the Maryland State Archives. Retain all other material for three (3) years, then destroy.

5.

Deeds/Agreements

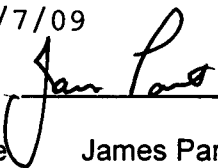
Deeds of property and agreements between the Town and individuals/entities.

Permanent. Transfer periodically to the Maryland State Archives.

Schedule Approved by Department, Agency, or Division Representative.

Date 10/7/09

Signature



Typed Name James Parent

Title Acting Town Administrator

Schedule Authorized by State Archivist

Date

23 OCT 09

Signature



**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M263

Page 2 of 5

Agency

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6.

Annexations

Annexation Petitions with supporting and background documents.

Permanent. Transfer periodically to the Maryland State Archives.

7.

De-annexations

De-annexation Petitions with support and background documents.

Permanent. Transfer periodically to the Maryland State Archives.

8.

Legislation

Charter, charter amendments, ordinances, and resolutions adopted by the Council with supporting and background documents, if any.

Permanent. Transfer periodically to the Maryland State Archives.

9.

Town Code and Amendments

The Code with amendments contains the current local laws of the Town.

Permanent. Transfer periodically to the Maryland State Archives.

10.

Legal Opinions and Litigation. Written opinion rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town.

Permanent. Transfer periodically to the Maryland State Archives.

11.

Town Publications.

Town Newsletters, handbook, directories and various notices to the press and general public regarding current events.

Screen annually and retain permanently all material of historical value. Transfer periodically to the Maryland State Archives. Destroy all other material no longer needed.

**DEPARTMENT OF GENERAL SERVICES
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(Continuation Sheet)**

Schedule No. M263

Page 3 of 5

Agency

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Item No.	Description	Retention
12.	<p>Zoning Permit Applications/Plans for Residents, Commercial and Town facilities, Appeals</p> <p>Board of Appeals files Text amendment and map amendment files Comprehensive Plan/Master Plan</p>	<p>Permanent. Transfer periodically to the Maryland State Archives.</p>
13.	<p>Request for Quotations/Invitations to Bid</p> <p>This series contains the bid specifications, drawings, Advertisement, contract documents and other associated documents.</p>	<p>Retain in office for five (5) years after contract completion or until audit requirements have been met, then destroy.</p>
14.	<p>Insurance (Property, Vehicle & Health)</p> <p>Documentation and correspondence relating to Insurance for property, vehicle and health coverage.</p>	<p>Screen annually and destroy material having no further legal, administrative, fiscal or operation value.</p>
15.	<p>Insurance (Workers' Compensation)</p> <p>Worker's Compensation Claims: contains incident Reports, correspondence, medical reports, invoices and medical authorization forms.</p>	<p>Retain until termination plus three (3) years, then destroy.</p>
16.	<p>Code Enforcement – General files, fines, citations, Municipal infractions.</p>	<p>Retain three (3) years after abatement of violation then destroy.</p>
17.	<p>Financial Records</p> <p>Grant records (federal, state & local)</p>	<p>Retain five (5) years after audit requirements have been fulfilled then destroyed</p>

**DEPARTMENT OF GENERAL SERVICES
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(Continuation Sheet)**

Schedule No. M263

Page 4 of 5

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Town of Chesapeake Beach

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Administration**

Item No.	Description	Retention
18.	Tax Records	Retain four (4) years then destroy
19.	Delinquent Accounts	Retain four (4) years then destroy
20.	Payroll Reports: Withholding Information and Time Sheets Bank Statements	Retain four (4) years then destroy
21.	Utility Billing Records	Retain four (4) years then destroy.
22.	Bonds	Permanent. Transfer periodically to the Maryland State Archives.
23.	Audit Reports	Permanent. Transfer periodically to the Maryland State Archives.
24.	Budgets	Permanent. Transfer periodically to the Maryland State Archives.
25.	<u>Transportation Records</u>	
	A. Streets (maps and names) Parking Policies	Permanent. Transfer periodically to the Maryland State Archives.
	B. Vehicle Maintenance Records and Statistics	
	C. Inventories of vehicles, vehicle parts, equipment and tools.	Retain for the life of the vehicle or equipment and until audited then destroy.
26.	<u>Engineering Services</u>	
	Drawings Drafting Records Plans and Plats	Permanent. Transfer periodically to the Maryland State Archives.

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(Continuation Sheet)**

Schedule No. M263

Page 5 of 5

Agency

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**Item
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28.

Election Records

Election Returns
Candidate Petitions

Municipal Voter Registration Records
Notice of Elections

Ballots – Paper, Absentee, Voter Machine Records

Election Worker Records

The Board of Elections shall be responsible for the preservation of all election records. All records of the last election shall be maintained at Town Hall until the next regularly scheduled election. Thereafter, the Board may store such records as they deem expedient. The Board may dispose of certain papers, documents, or records only in accordance with Maryland law and upon 90 days prior notice to the Town Council of its decision to dispose of records specified in the notice. The Board shall only dispose of the records if the Town Council responds to said notice by declaring, by resolution, which of the specified records may be destroyed and the conditions upon which they may be destroyed.

RECEIVED

OCT 19 2009

MARYLAND STATE ARCHIVES